

CHICAGO OFFICE

OFFICE OF SCIENCE

MISSION

The Chicago Office (CH) is a critical element of the Office of Science (SC) program execution and implementation capability. In this role, CH supports the SC mission to foster, formulate, and support forefront basic and applied research programs which advance the science and technology foundations necessary to accomplish Department of Energy (DOE) missions. CH provides business, technical, and administrative support to the SC complex, other DOE program offices, and as appropriate, other Federal agencies. As a partner in the SC Integrated Support Center (ISC), CH supports SC Laboratory Site Offices as well as SC Headquarters (HQ). Chicago provides similar support to other DOE offices that execute programs through Chicago based on agreements with those offices.

Chicago also manages assigned DOE Centers of Excellence.

ORGANIZATIONAL RELATIONSHIPS

The Manager of the Chicago Office reports to the SC Chief Operating Officer. The CH Manager has a partnership relationship with the Manager of the Oak Ridge Office for the operation of the ISC and maintains working relationships with Site Office Managers, SC Associate Directors and, as appropriate, with Assistant Secretaries and Office Directors throughout the Department.

FUNCTIONS

The Chicago Office functions have been categorized by the roles assigned to the Chicago Office. These roles are: support SC through the ISC, support other sponsors, operate DOE Centers of Excellence, and internal operations.

SC Integrated Support Center – provides best-in-class administrative, business, and technical services to the Office of Science complex.

Financial

1. Serves as the allotment holder for Argonne National Laboratory, Ames Laboratory, Fermi National Accelerator Laboratory, Brookhaven National Laboratory, Princeton Plasma Physics Laboratory, Stanford Linear Accelerator Center, Lawrence Berkeley National Laboratory, and their associated Site Offices. Establishes and maintains systems for budget formulation, budget execution, funds control, accounting, financial reporting and

internal controls in accordance with generally accepted accounting principles and General Accountability Office, Office of Management and Budget, and Department of the Treasury guidelines as implemented by DOE Orders.

2. Maintains a financial review and analysis function in support of program and project managers and contract administrators with primary emphasis on support to SC Site Office Managers. Maintains internal accounting controls and assists in the maintenance of internal administrative controls by coordinating the requirements of the Federal Managers' Financial Integrity Act (FMFIA).
3. Maintains the Chicago Office funds control system as an integral part of the Chicago Office Accounting System (DISCAS) through which the assets, liabilities, income and expenses of the DOE-CH direct and contractor operations are controlled. Performs reconciliations of the accounting data within the DISCAS/MARS/STARS databases and to source documents, the Departmental financial information system, and other systems and reports.
4. Administers funds for the purposes allotted and compliance with the limitations of appropriations acts, anti-deficiency statutes, and applicable procedures. Prioritizes and allocates limited funding to meet competing contractual/programmatic needs during periods of continuing resolutions.

Procurement and Administrative Support

5. Advises and assists the Head of Contracting Activity (HCA) in acquisition, assistance, and related matters, and in delegation of HCA authorities, including appointment of Contracting Officers and Competition Advocates.
6. Participates in the negotiation and award of management and operating (M&O) contracts, and provides support and assistance to Site Offices responsible for administering contracts for the operation of DOE national laboratories.
7. Manages delegated acquisition authorities. As assigned, manages or assists in negotiation, execution, and administration of performance-based M&O contracts, commercial contracts, financial assistance agreements, and interagency agreements.
8. Provides staff expertise for the Small and Disadvantaged Business Program, Women's Business Program, and minority colleges and universities programs.
9. Administers policies and develops and implements procedures related to management of personal property acquired by CH or other organizations supported by the Chicago Office.
10. Assists Field and HQ program managers in promoting effective technology transfer of concepts and data developed by Government employees and under DOE acquisition and assistance instruments and subcontracts.

11. Provides consulting and operations and functional support to Site Offices managing performance-based laboratory contracts, in technology transfer programs, contractor labor relations, labor standards, compensation and benefits, training, and other workforce-related issues.

Technical Support

12. Provides consulting and operations support, knowledge, and capability in a number of technical areas including engineering, real property management, construction management, infrastructure management, and project management. This includes providing a review function.
13. Provides consulting and operations support, knowledge, and capability in safeguards and security programs, protection program operations, information security, including the classification and declassification of information, nuclear material control and accountability, nuclear materials management, cyber and personnel security, emergency management and transportation emergency preparedness.
14. Provides capability and operations support in the areas of environmental protection; quality assurance; safety; health protection; and integrated safety management, including the National Environmental Policy Act Compliance Program.

Human Resources

15. Manages Federal Human Resources Administrative Authorities and provides direction, consulting and operations support to SC organizations in human resources management including position classification, position management, recruitment strategies and programs, employee and labor relations, employee benefits, performance assessment, rewards and recognition, employee career development, employee career transition, technical training, resources planning and utilization, and organizational design.

Information Management

16. Provides consulting and operations support to SC organizations in the areas of information management planning, information architecture services, systems development, systems engineering, application integration and management, telecommunications/network services, and radio frequency management.

Legal

17. Provides legal advice and counsel to the Chicago Office and assigned SC Site Offices subject to the professional supervision of the General Counsel. (Legal advice that has program-wide or Department-wide implications or that has precedential significance is provided by the Department's General Counsel.) Consistent with the foregoing:

- a. Provides legal advice and counsel to the Chicago Manager and his/her staff and to Site Office Managers and their staffs supported by CH in assuring program requirements are met.
- b. Takes appropriate legal action to protect the interests of DOE in litigation and administrative proceedings in which the Chicago Office or one of the Site Offices supported by CH has an interest. Represents DOE in administrative hearings including Equal Employment Opportunity Commission and Merit Systems Protection Board hearings.
- c. Provides legal support for Freedom of Information Act and Privacy Act issues and actions.

Stakeholder

18. Supports SC public affairs and community relations efforts, particularly the SC Site Office needs. Support includes providing advice, preparing materials, participating in public meetings, and coordinating with public officials.
19. Maintains expertise in those areas assigned to the Chicago Office. This includes maintaining Chicago Office staff, working with the Oak Ridge Office to leverage their existing expertise and/or obtaining/maintaining support contractor expertise.
20. Serves as the owner for assigned SC business systems under a standards-based management system. This function includes determining appropriate requirements, developing procedures, assisting in the automation of the web-based business system, maintaining appropriate expertise, and ensuring a continuous improvement program for assigned business systems and processes.

Support Other Sponsors - provides administrative, business, and technical services to sponsors other than the Office of Science consistent with agreements with those sponsors.

1. Establishes formal agreements with other DOE sponsors and performs those functions formally assigned to the Chicago Office. These may include delegated line responsibilities as well as conducting procurement selections and administering those contracts once they have been executed. All formal agreements are coordinated with the SC Chief Operating Officer to ensure that any new missions can successfully be accommodated.
2. Consistent with agreements reached with DOE-HQ, provides management and/or support functions for the Government-owned government-operated New Brunswick Laboratory (NBL).

3. Provides integrated technical and contractual support for projects assigned by the Deputy Administrator for Fissile Material Disposition, National Nuclear Security Administration: the Mixed Oxide (MOX) Fuel Program and the Pit Disassembly and Conversion Facility.
4. Develops technologies and policy options for the Office of Electric Transmission and Distribution's (OETD's) mission of maintaining and enhancing the reliability of the Nation's electric power delivery system.
5. Provides direction and integrated management of activities, as assigned, related to selection and implementation of environmental restoration remedies; including the completion of decontamination and decommissioning activities at a number of SC contractor/laboratory sites.
6. Provides technical and project direction and oversight for Congressionally-mandated construction grants.
7. Manages the Radiological Assistance Program (RAP) for DOE Region V and the Chicago Office Emergency Operations Center (EOC).

DOE Centers of Excellence - as designated by DOE-HQ, operates specific Centers of Excellence for the entire DOE complex.

1. Manages and operates a Grants Management Center of Excellence for the Department to provide for the transfer of money or property to accomplish a public purpose of support or stimulation through the award and administration of grants and cooperative agreements.
2. Manages and operates an Intellectual Property Center of Excellence, providing complete intellectual property services to SC Site Offices, the Idaho Operations Office, the Golden and Ohio Field Offices, Rocky Flats, Yucca Mountain, the Western and Southwestern Power Administrations, the Naval Petroleum and Oil Shale Reserves, and the National Energy Technology Laboratory.
 - a. Administers the intellectual property rights provisions in Department acquisition and assistance instruments, intra-agency agreements, and subcontracts including, but not limited to, clearance of contractual instruments, certifications of class waiver standards, and all aspects of invention prosecution practice before the U.S. and foreign patent offices.
 - b. Provides assistance to contracting officers and program/project managers by reviewing and negotiating intellectual property rights provisions in acquisition and assistance instruments, intra-agency agreements, subcontracts, nondisclosure agreements, and licenses, and assures that program requirements are met.

Internal Operations – manages CH resources and business systems to ensure that the Chicago Office successfully achieves its mission.

1. Manages Chicago Office resources. Determines Chicago Office needs (staffing, travel, training, and awards) and requests those needs.
2. Identifies, develops, and maintains appropriate tools and techniques to ensure that the Chicago Office can successfully accomplish its assigned mission.
3. Ensures required technical and administrative capability exists to support SC-HQ, the SC Site Offices, and other assigned DOE programs. Works with the SC Site Offices to identify Site Office resources that can be accessed to support the rest of the SC organization.
4. Conducts self-assessments of Chicago Office management, organization, and operations. Revises the internal Chicago Office management structure, organization, and operations, as appropriate.
5. Participate, as requested, in the planning and establishment of overall SC expectations and direction and provides feedback.

6 January 2005